



MCGEO Shift Differential

These are OHR Compensation terms that need to be understood before we address the timecard reporting for shift differentials. Shift Differentials times and amounts are set forth in section 5.3 (a) of the MCGEO CBA, and also passed through to GSS employees. Various groups have specific MOUs/MOAs that govern shift differentials. This document is not intended to address those groups.

Glossary

Shift - a **“regular recurring tour of duty;”** Each employee is assigned a shift. Some shifts are chosen through periodic work picks. These shifts are approved by management and posted two weeks in advance. MCtime pre-populates the employee timecard with the employee’s shift duration, for most timecards. Eligibility for a shift differential is contingent upon working an eligible shift that starts in the shift differential zone.

Shift Differential – An employee who begins their assigned shift during a period covered by a shift differential is eligible to receive that differential. The starting time of an employee’s shift determines their eligibility. Simply working hours during the time period of a shift differential does not provide eligibility. As such, only employees who work a shift that starts between noon and 5:59A are eligible for shift differential.

- SD7 – Shift Diff noon – 7:59 P
- SD8 – Shift Diff 8:00P - 5:59A

“Extension of Shift” – when an employee works excess hours that **abut** the employee’s shift or **“regular recurring tour of duty.”** Once an employee starts a shift that is entitled to shift differential the employee continues to earn that shift differential (at an overtime rate), even if the shift extends into a time period that provides for a different shift differential or no shift differential.

- S07 – Shift Diff OT noon – 7:59 P
- S08 – Shift Diff OT 8:00P - 5:59A

“back-to-back shifts” – an employee who works complete back-to-back shifts or **“tours of duty”** should receive the shift differential that is appropriate for each of the shifts that the employee works. In this situation the employee is working two complete “tours of duty” rather than a shift followed by an **“Extension of Shift.”** When shifts overlap, it is not possible to work two “tours of duty.”

“Piece of Work” – a period of time that does not constitute a shift. A “Piece of Work” is not eligible for shift differential, as it is not a shift. If it is not the employee’s regular shift or the full regular shift of another employee, it is a “piece of work” A Piece of work is not eligible for Shift Difference.

Scheduled Day Off or Regularly Scheduled Day Off (RSDO) – A day on which the employee is not scheduled to work. For Monday - Friday schedule patterns, Saturday and Sunday are scheduled days off. A scheduled day off could occur on any day of the week, especially when the department provides services seven days a week. For a Sunday – Wednesday pattern, Thursday – Saturday are scheduled days off.





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Scheduled Absence –leave that is requested and approved at a minimum during the employee’s work period preceding the workday for which the employee is requesting time off or requested while the employee is working the day following a day in which overtime was worked and approved subject to the workload requirements as determined by the supervisor.

Unscheduled absence – an absence that does not meet the definition for a “scheduled absence.” Typically, this is considered “same day call out” unless defined specifically in a departmental attendance policy.

Examples of the application of Shift Differential:

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Scenario 1 – Regular Day Shift that starts 6 am or after and before noon

Shift : Monday – Friday, 7A– 3:30P (8 hours)

Employee's regular scheduled hours are 7A– 3:30P Monday through Friday. An employee has a scheduled, unpaid meal break of thirty minutes during a shift.

Scenario 1 – MCtime Display:

Time Period Next Pay Period

Save Actions Punch Amount Accruals Comment Reports											
Week starting: Sun 7/08											
		Pay Code	Transfer	Sun 7/08	Mon 7/09	Tue 7/10	Wed 7/11	Thu 7/12	Fri 7/13	Sat 7/14	Total
X		Hours Worked			8.0	8.0	8.0	8.0	8.0		40.0
					8.0	8.0	8.0	8.0	8.0		40.0
Week starting: Sun 7/15											
		Pay Code	Transfer	Sun 7/15	Mon 7/16	Tue 7/17	Wed 7/18	Thu 7/19	Fri 7/20	Sat 7/21	Total
X		Hours Worked			8.0	8.0	8.0	8.0	8.0		40.0
					8.0	8.0	8.0	8.0	8.0		40.0

This shift is not eligible for shift differential, due to the start time of the **regular recurring tour of duty**.

This information also applies to any regular shift that starts after 6A and before 12P (noon).





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Scenario 2 – Regular Day Shift that starts 6 am or after and before noon with Extension of shift, after (or before)

Shift: Monday – Friday, 6A– 2:30P (8 hours with an unpaid meal break)

Employee's regular scheduled hours are 6A– 2:30P Monday through Friday. Employee is asked to work an extension of his shift until 6P (3.5 hours) on Monday, 7/9.

Scenario 2 – MCtime Display:

Pay Code	Transfer	Sun 7/08	Mon 7/09	Tue 7/10	Wed 7/11	Thu 7/12	Fri 7/13	Sat 7/14	Total
Hours Worked			8.0	8.0	8.0	8.0	8.0		40.0
Hours Worked			3.5						3.5
			11.5	8.0	8.0	8.0	8.0		43.5

Pay Code	Transfer	Sun 7/15	Mon 7/16	Tue 7/17	Wed 7/18	Thu 7/19	Fri 7/20	Sat 7/21	Total
Hours Worked			8.0	8.0	8.0	8.0	8.0		40.0
			8.0	8.0	8.0	8.0	8.0		40.0

TOTALS & SCHEDULE	
Pay Code	Amount
CL3 - Comp Lv Earned-1 hr EQ 1.5	3.5
Regular	8.0
Total Hrs Towards Schedule	8.0

The employee's regular working shift starts before noon and he is held over for an extension of shift for 3.5 hours. The employee's regular scheduled shift is not eligible for shift differential for an extension before or after the shift.

The employee working the additional hours records them as **Hours Worked**. Hours may be recorded as displayed, with two lines that total 11.5 or as one entry for 11.5 **Hours Worked**. If any transfer account or Reason Code is required for the excess hours, then recording as two lines is recommended.

Note: The MCtime system automatically calculates excess hours (**Overtime Pay** or **Comp Leave Earned**) based upon the employee's normal pay rule when the employee is in excess hour (overtime) status. Normal thresholds apply as outlined in the Montgomery County Personnel Regulations or the collective bargaining agreement. The employee's supervisor may perform a Pay Code Move to change form of excess hours calculated **Overtime Pay** to **Comp Leave Earned** (or **Comp Leave Earned** to **Overtime Pay**), if appropriate.





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Scenario 3 – Evening shift that starts between noon and 7:59P

Shift: Wednesday – Saturday, 12P (noon) – 10P (10 hours).

Employee's regular scheduled hours are 12P to 10P Wednesday through Saturday. Employee has a scheduled, paid meal break of thirty minutes during a shift.

Scenario 3 – Mctime Display:

Save Actions Punch Amount Accruals Comment Reports											
Week starting: Sun 7/18											
		Pay Code	Transfer	Sun 7/18	Mon 7/19	Tue 7/20	Wed 7/21	Thu 7/22	Fri 7/23	Sat 7/24	Total
X	+	Hours Worked					10.0	10.0	10.0	10.0	40.0
X	+	SD7 - Shift Diff noon-759p					10.0	10.0	10.0	10.0	40.0
							20.0	20.0	20.0	20.0	80.0

Pay Code	Amount
Regular	80.0
SD7 - Shift Diff noon-759p	40.0
Total Hrs Towards Schedule	80.0

Employee's shift differential is based on the time the shift begins. This shift is eligible for shift differential for the entire shift, from noon -10:00P, or 10 hours per day for all regular hours worked. Shift Differential (Pay Code: **SD7 – Shift Diff noon – 7:59p**) is manually entered. Although the shift extends past 8P, during regular hours, the employee remains in Shift Differential (**SD7 – Shift Diff noon – 7:59p**) until 10P, when shift ends.





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Scenario 4 – Evening shift that starts between noon and 7:59P, with Extension of shift, after

Shift: Wednesday – Saturday, 12P– 10P (10 hours).

Employee's regular scheduled hours are 12P to 10P Wednesday through Saturday. Employee has a scheduled, paid meal break of thirty minutes during a shift. Employee must work an extension of their shift until 1:30A (3.5 hours)

Scenario 4 – MCTime Display:

Week starting: Sun 7/18											
		Pay Code	Transfer	Sun 7/18	Mon 7/19	Tue 7/20	Wed 7/21	Thu 7/22	Fri 7/23	Sat 7/24	Total
X	⚙	Hours Worked	▼				13.5	10.0	10.0	10.0	43.5
X	⚙	SD7 - Shift Diff noon-759p	▼				10.0	10.0	10.0	10.0	40.0
X	⚙	SO7 - Shift Diff OT noon-759p	▼				3.5				3.5
							27.0	20.0	20.0	20.0	87.0

The scheduled shift is eligible for shift differential for the entire shift (10 hours) per day. Shift Differential (Pay Code: **SD7 – Shift Diff noon – 7:59 P**) is manually entered. The employee working the additional 3.5 hours records them as 13.5 (10 +3.5) **Hours Worked** and 10 (from 12P - 10P) hours of **SD7 – Shift Diff noon – 7:59 P** and 3.5 hours of SO7 (from 10:00 pm – 1:30A).

Note: The MCTime system automatically calculates excess hours (**Overtime Pay** or **Comp Leave Earned**) based upon the employee's normal pay rule when the employee is in excess hour (overtime) status. Normal thresholds apply as outlined in the Montgomery County Personnel Regulations or the collective bargaining agreement. The employee's supervisor may perform a Pay Code Move to change form of excess hours calculated **Overtime Pay** to **Comp Leave Earned** (or **Comp Leave Earned** to **Overtime Pay**), if appropriate.

TIMEKEEPING TIP: Since the Shift Differential is manually entered, use Daily Totals to determine how many of the hours are calculated as excess hours, and when eligible, match the amount.

TOTALS & SCHEDULE		ACCRUALS	AUDITS
Daily ▼			
Pay Code		Amount	/
SO7 - Shift Diff OT noon-759p		3.5	
OT at 1.5 - Overtime		3.5	
Total Hrs Towards Schedule		10.0	
SD7 - Shift Diff noon-759p		10.0	
Regular		10.0	





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Scenario 5 – Evening shift that starts between noon and 7:59P, with Extension of shift, before

Shift: Wednesday – Saturday, 12P– 10P (10 hours).

Employee's regular scheduled hours are 12P to 10P Wednesday through Saturday. Employee has a scheduled, paid meal break of thirty minutes during a shift. Employee is asked to report to work at 8:30 A, an extension of their shift (3.5 hours)

Scenario 5– MCtime Display:

Week starting: Sun 7/18											
		Pay Code	Transfer	Sun 7/18	Mon 7/19	Tue 7/20	Wed 7/21	Thu 7/22	Fri 7/23	Sat 7/24	Total
<input checked="" type="checkbox"/>		Hours Worked					13.5	10.0	10.0	10.0	43.5
<input checked="" type="checkbox"/>		SD7 - Shift Diff noon-759p					10.0	10.0	10.0	10.0	40.0
<input checked="" type="checkbox"/>		S07 - Shift Diff OT noon-759p					3.5				3.5
							27.0	20.0	20.0	20.0	87.0

The scheduled shift is eligible for shift differential for the entire shift (10 hours) per day. Shift Differential (Pay Code: **SD7 – Shift Diff noon – 7:59 P**) is manually entered. The employee records 13.5 (10 +3.5) **Hours Worked** and an additional 3.5 hours of Pay Code: S07 – Shift OT Diff noon – 7:59 P is entered for the excess hours before the shift.

Note: The MCtime system automatically calculates excess hours (**Overtime Pay** or **Comp Leave Earned**) based upon the employee's normal pay rule when the employee is in excess hour (overtime) status. Normal thresholds apply as outlined in the Montgomery County Personnel Regulations or the collective bargaining agreement. The employee's supervisor may perform a Pay Code Move to change form of excess hours calculated **Overtime Pay** to **Comp Leave Earned** (or **Comp Leave Earned** to **Overtime Pay**), if appropriate.

TIMEKEEPING TIP: Since the Shift Differential is manually entered, use Daily Totals to determine how many of the hours are calculated as excess hours, and when eligible, match the amount.

TOTALS & SCHEDULE			ACCRUALS	AUDITS
Daily				
Pay Code		Amount		
S07 - Shift Diff OT noon-759p		3.5		
OT at 1.5 - Overtime		3.5		
Total Hrs Towards Schedule		10.0		
SD7 - Shift Diff noon-759p		10.0		
Regular		10.0		





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Scenario 6 – Night shift that starts between 8P – 5:59A

Shift: Monday – Friday, 9P – 5:30A (8 hours).

Employee's regular scheduled hours are 9P to 5:30A Monday through Friday. Employee has a scheduled, unpaid meal break of thirty minutes during a shift.

Scenario 6– MCtime Display:

Save Actions ▾ Punch ▾ Amount ▾ Accruals ▾ Comment ▾ Reports ▾											
Week starting: Sun 7/18											
		Pay Code	Transfer	Sun 7/18	Mon 7/19	Tue 7/20	Wed 7/21	Thu 7/22	Fri 7/23	Sat 7/24	Total
X	⬇	Hours Worked ▾	▾		8.0	8.0	8.0	8.0	8.0		40.0
X	⬇	SD8 - Shift Diff 8p-559a ▾	▾		8.0	8.0	8.0	8.0	8.0		40.0
					16.0	16.0	16.0	16.0	16.0		80.0

TOTALS & SCHEDULE		ACCRUALS	AU
All ▾			
▶	Pay Code	/	Amount
	Regular		80.0
	SD8 - Shift Diff 8p-559a		80.0
	Total Hrs Towards Schedule		80.0

Employee's shift differential is based on the time the shift begins. This shift is eligible for shift differential for the entire shift, from 9P – 5:30A, or 8 hours per day for all regular hours worked. Shift Differential (Pay Code: **SD8 – Shift Diff p– 5:59a**) is manually entered. The employee remains in Shift Differential (**SD8 – Shift Diff 8P– 5:59A**) until 5:30A, when shift ends.





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Scenario 7– Night shift that starts between 8P – 5:59A with Extension of shift, after

Shift: Monday – Friday, 9P – 5:30A (8 hours).

Employee's regular scheduled hours are 9P to 5:30A Monday through Friday. Employee has a scheduled, unpaid meal break of thirty minutes during a shift. Employee must work an extension of their shift until 9A (3.5 hours)

Scenario 7 – MCtime Display:

<div> <div>Save</div> <div> <div>Actions ▾</div> <div>Punch ▾</div> <div>Amount ▾</div> <div>Accruals ▾</div> <div>Comment ▾</div> <div>Reports ▾</div> </div> </div>											
Week starting: Sun 7/18											
		Pay Code	Transfer	Sun 7/18	Mon 7/19	Tue 7/20	Wed 7/21	Thu 7/22	Fri 7/23	Sat 7/24	Total
<input checked="" type="checkbox"/>		Hours Worked ▾	▾		11.5	8.0	8.0	8.0	8.0		43.5
<input checked="" type="checkbox"/>		SD8 - Shift Diff 8p-559a ▾	▾		8.0	8.0	8.0	8.0	8.0		40.0
<input checked="" type="checkbox"/>		SO8 - Shift Diff OT 8p-559a ▾	▾		3.5						3.5
					23.0	16.0	16.0	16.0	16.0		87.0

The scheduled shift is eligible for shift differential for the entire shift (8 hours) per day. Shift Differential (**Pay Code: SD8 – Shift Diff 8p– 5:59p**) is manually entered. The employee working the additional 3.5 hours records them as 11.5 (8 +3.5) **Hours Worked** and 8 hours of Pay Code: **SD8 – Shift Diff 8p– 5:59p** and 3.5 hours of the overtime differential Pay Code: **S08 – Shift Diff OT 8:00P - 5:59A**.

Note: The MCtime system automatically calculates excess hours (**Overtime Pay** or **Comp Leave Earned**) based upon the employee's normal pay rule when the employee is in excess hour (overtime) status. Normal thresholds apply as outlined in the Montgomery County Personnel Regulations or the collective bargaining agreement. The employee's supervisor may perform a Pay Code Move to change form of excess hours calculated **Overtime Pay** to **Comp Leave Earned** (or **Comp Leave Earned** to **Overtime Pay**), if appropriate.

TIMEKEEPING TIP: Since the Shift Differential is manually entered, use Daily Totals to determine how many of the hours are calculated as excess hours, and when eligible, match the amount.





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Scenario 8– Night shift that starts between 8P – 5:59A with Extension of shift, before

Shift: Monday – Friday, 9P – 5:30A (8 hours).

Employee's regular scheduled hours are 9P to 5:30A Monday through Friday. Employee has a scheduled, unpaid meal break of thirty minutes during a shift. Employee must work an extension before of their shift starting at 5:30P (3.5 hours)

Scenario 8 – MCtime Display:

<div> Save Actions ▾ Punch ▾ Amount ▾ Accruals ▾ Comment ▾ Reports ▾ </div>											
Week starting: Sun 7/18											
		Pay Code	Transfer	Sun 7/18	Mon 7/19	Tue 7/20	Wed 7/21	Thu 7/22	Fri 7/23	Sat 7/24	Total
<input checked="" type="checkbox"/>		Hours Worked			11.5	8.0	8.0	8.0	8.0		43.5
<input checked="" type="checkbox"/>		SD8 - Shift Diff 8p-559a			8.0	8.0	8.0	8.0	8.0		40.0
<input checked="" type="checkbox"/>		SO8 - Shift Diff OT 8p-559a			3.5						3.5
					23.0	16.0	16.0	16.0	16.0		87.0

The scheduled shift is eligible for shift differential for the entire shift (8 hours) per day. Shift Differential (Pay Code: **SD8 – Shift Diff 8p– 5:59p**) is manually entered. The employee working the additional 3.5 hours records them as 11.5 (8 +3.5) **Hours Worked** and 8 hours of Pay Code: **SD8 – Shift Diff 8p– 5:59p** and 3.5 hours of the overtime differential **Pay Code: SO8 – Shift OT Diff 8p– 5:59p**.

Note: The MCtime system automatically calculates excess hours (**Overtime Pay** or **Comp Leave Earned**) based upon the employee's normal pay rule when the employee is in excess hour (overtime) status. Normal thresholds apply as outlined in the Montgomery County Personnel Regulations or the collective bargaining agreement. The employee's supervisor may perform a Pay Code Move to change form of excess hours calculated **Overtime Pay** to **Comp Leave Earned** (or **Comp Leave Earned** to **Overtime Pay**), if appropriate.

TIMEKEEPING TIP: Since the Shift Differential is manually entered, use Daily Totals to determine how many of the hours are calculated as excess hours, and when eligible, match the amount.





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Scenario 9 – Shift is eligible for Shift Differential, but employee does not work a full shift – uses a Personal Leave Type.

Shift: Wednesday – Saturday, 12P (noon) – 10P (10 hours).

Employee's regular scheduled hours are 12P to 10P Wednesday through Saturday. Employee has a scheduled, paid meal break of thirty minutes during a shift. **Shift is eligible for Shift Differential, employee does not work a full shift on Wednesday, using 4 hours of Sick Leave.**

Scenario 9 – MCtime Display:

Save Actions ▾ Punch ▾ Amount ▾ Accruals ▾ Comment ▾ Reports ▾										
Week starting: Sun 7/18										
	Pay Code	Transfer	Sun 7/18	Mon 7/19	Tue 7/20	Wed 7/21	Thu 7/22	Fri 7/23	Sat 7/24	Total
X	Hours Worked					6.0	10.0	10.0	10.0	36.0
X	SD7 - Shift Diff noon-759p					6.0	10.0	10.0	10.0	36.0
X	Sick Leave					4.0				4.0
						16.0	20.0	20.0	20.0	76.0

TOTALS & SCHEDULE		ACCRUALS	AUDITS
Daily ▾			
Pay Code	Amount		
Regular	6.0		
SD7 - Shift Diff noon-759p	6.0		
Sick Leave	4.0		
Total Hrs Towards Schedule	10.0		

Employee's shift differential is based on the time the shift begins. This shift is eligible for shift differential for all hours worked on the shift, from noon -10:00P, but not for leave hours. Shift Differential (Pay Code: **SD7 – Shift Diff noon – 7:59p**) is manually entered. Shift differential is not applied to leave hours. Although the full shift was not worked, since this is the employee's own regular shift, shift differential is applied only to the 6-hour portion of the shift that was actually worked, but not to the leave hours.





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Scenario 10 – Employee works – Piece of Work

Shift: Monday – Friday, 1P – 9:30P (8 hours).

Employee's regular scheduled hours are 1P to 9:30P Monday through Friday. Employee has a scheduled, unpaid meal break of thirty minutes during a shift.

Due to a special community event, Management has authorized staff to work on Saturday from noon – 5 pm for excess hours.

Scenario 10– Mctime Display:

Week starting: Sun 7/18

	Pay Code	Transfer	Sun 7/18	Mon 7/19	Tue 7/20	Wed 7/21	Thu 7/22	Fri 7/23	Sat 7/24	Total
<input checked="" type="checkbox"/>	Hours Worked			8.0	8.0	8.0	8.0	8.0		40.0
<input checked="" type="checkbox"/>	Hours Worked	////GENUSODO//							5.0	5.0
<input checked="" type="checkbox"/>	SD7 - Shift Diff noon-759p			8.0	8.0	8.0	8.0	8.0		40.0
				16.0	16.0	16.0	16.0	16.0	5.0	85.0

TOTALS & SCHEDULE	ACCRUALS	AUDITS
Daily		
Pay Code		Amount
OT at 1.5 - Overtime		5.0

Employee's shift differential is based on the time the shift begins. This shift is eligible for shift differential for the entire shift, from 1P – 9:30p, or 8 hours per day for all regular hours worked. Shift Differential (Pay Code: **SD8 – Shift Diff p– 5:59a**) is manually entered.

The Special Event is not eligible for shift differential as it is a "piece of work". It is not a normal shift for employees who typically have weekends off. It is not the shift of any other employee in the unit. As such it is "piece of work" and not entitled to shift differential. Employee is paid for all hours worked.

Note: The Mctime system automatically calculates excess hours (**Overtime Pay** or **Comp Leave Earned**) based upon the employee's normal pay rule when the employee is in excess hour (overtime) status. Normal thresholds apply as outlined in the Montgomery County Personnel Regulations or the collective bargaining agreement. The employee's supervisor may perform a Pay Code Move to change form of excess hours calculated **Overtime Pay** to **Comp Leave Earned** (or **Comp Leave Earned** to **Overtime Pay**), if appropriate.





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Scenario 11– Employee works full shift, is on Stand By and returns for Call Back

Shift: Monday – Friday, 1P – 9:30P (8 hours). Employee is on Stand By for 7.5 hours Monday through Friday. Employee is called back for 45 minutes.

Employee's regular scheduled hours are 1P to 9:30P Monday through Friday. Employee has a scheduled, unpaid meal break of thirty minutes during a shift. On Wednesday, employee works a full shift, and is called back to work at 1AM Thursday to address a server that needs reset, a task that takes about 45 minutes on site.

Save Actions ▾ Punch ▾ Amount ▾ Accruals ▾ Comment ▾ Reports ▾										
Week starting: Sun 7/18										
	Pay Code	Transfer	Sun 7/18	Mon 7/19	Tue 7/20	Wed 7/21	Thu 7/22	Fri 7/23	Sat 7/24	Total
X	Hours Worked			8.0	8.0	8.0	8.0	8.0		40.0
X	Call Back Pay					3.0				3.0
X	SD7 - Shift Diff noon-759p			8.0	8.0	8.0	8.0	8.0		40.0
X	Stand By Pay			7.5	7.5	4.5	7.5	7.5		34.5
				23.5	23.5	23.5	23.5	23.5		117.5

TOTALS & SCHEDULE		ACCRUALS	AUDITS
Daily ▾			
Pay Code	Amount		
Call Back Pay	3.0		
Regular	8.0		
SD7 - Shift Diff noon-759p	8.0		
Stand By Pay	5.0		
Total Hrs Towards Schedule	8.0		

The scheduled shift is eligible for shift differential for the entire shift (8 hours) per day. Shift Differential (Pay Code: **SD8 – Shift Diff 8p– 5:59p**) is manually entered. The employee records Pay Code: **Call Back Pay** for 3 hours (Minimum) and reduces Pay Code: **Stand By Pay** by an equal amount to 4.5 for the day. Although the call back occurs after midnight, it is before the Thursday shift start time, so it is recorded on the same day as the Wednesday shift. Neither Call Back Pay nor Stand By Pay are eligible for shift differential.

Note: The MCtime system automatically calculates excess hours (**Overtime Pay** or **Comp Leave Earned**) based upon the employee's normal pay rule when the employee is in excess hour (overtime) status. Normal thresholds apply as outlined in the Montgomery County Personnel Regulations or the collective bargaining agreement. The employee's supervisor may perform a Pay Code Move to change form of excess hours calculated **Overtime Pay** to **Comp Leave Earned** (or **Comp Leave Earned** to **Overtime Pay**), if appropriate.





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Scenario 12 – Employee works on a scheduled day that is a Holiday

Shift: Monday – Friday, 1P – 9:30P (8 hours).

Employee's regular scheduled hours are 1P to 9:30P Monday through Friday. Employee has a scheduled, unpaid meal break of thirty minutes during a shift.

Monday is a Holiday and employee works on a scheduled day

Scenario 12– MCtime Display:

Week starting: Sun 9/05										
	Pay Code	Transfer	Sun 9/05	Mon 9/06	Tue 9/07	Wed 9/08	Thu 9/09	Fri 9/10	Sat 9/11	Total
X	Hours Worked			8.0	8.0	8.0	8.0	8.0		40.0
X	Labor Day			0.0						0.0
X	SD7 - Shift Diff 12p-759p			8.0	8.0	8.0	8.0	8.0		40.0
				16.0	16.0	16.0	16.0	16.0		80.0

TOTALS & SCHEDULE				ACCRUALS	AUDITS
Daily					
...	Pay Code	/	Amount	Wages	
...	HP1 - Holiday Premium Pay at 1.5		8.0	540.60	
...	Regular		8.0	360.40	
...	SD7 - Shift Diff 12p-759p		8.0	11.36	
...	Total Hrs Towards Schedule		8.0	360.40	

TOTALS & SCHEDULE				ACCRUALS	AUDITS
All					
...	Pay Code	/	Amount	Wages	
...	HP1 - Holiday Premium Pay at 1.5		8.0	540.60	
...	Regular		80.0	3,604.00	
...	SD7 - Shift Diff 12p-759p		80.0	113.60	
...	Total Hrs Towards Schedule		80.0	3,604.00	

Employee's shift differential is based on the time the shift begins. This shift is eligible for shift differential for the entire shift, from 1P – 9:30p, or 8 hours per day for all regular hours worked. Shift Differential (Pay Code: **SD7 – Shift Diff noon – 7:59 P**) is manually entered.

Hours worked on a scheduled day (Monday) that is a Holiday are eligible for the regular shift differential (Pay Code: **SD7 – Shift Diff noon – 7:59 P**). While the employee is eligible for Holiday Premium, the employee shift differential continues as it would for any other scheduled day. It is not the employee's RSDO, so it is not an excess-hours (overtime) shift.

Note: The MCtime system automatically calculates excess hours (**Overtime Pay** or **Comp Leave Earned**) based upon the employee's normal pay rule when the employee is in excess hour (overtime) status. Normal thresholds apply as outlined in the Montgomery County Personnel Regulations or the collective bargaining agreement. The employee's supervisor may perform a Pay Code Move to change form of excess hours calculated **Overtime Pay** to **Comp Leave Earned** (or **Comp Leave Earned** to **Overtime Pay**), if appropriate.





MCGEO Shift Differential

Scenario 13 – Employee works another employee's full shift on their own unscheduled day (RSDO)

Shift: Monday – Friday, 8A – 4:30P (8 hours with an unpaid meal break)

Employee's regular scheduled hours are 8A – 4:30P Monday through Friday. Employee works the full shift of another employee on Saturday shift is 4:30 P –12:30A

Scenario13 – MCtime Display:

Save Actions Punch Amount Accruals Comment Reports											
Week starting: Sun 7/18											
	Pay Code	Transfer	Sun 7/18	Mon 7/19	Tue 7/20	Wed 7/21	Thu 7/22	Fri 7/23	Sat 7/24	Total	
X	Hours Worked			8.0	8.0	8.0	8.0	8.0		40.0	
X	Hours Worked	///COR200//							8.0	8.0	
X	S07 - Shift Diff OT noon-759p	///COR200//							8.0	8.0	
				8.0	8.0	8.0	8.0	8.0	16.0	56.0	

TOTALS & SCHEDULE		ACCRUALS	AUDITS
Daily			
Pay Code		Amount	
OT at 1.5 - Overtime		8.0	
S07 - Shift Diff OT noon-759p		8.0	

The employee's regular working shift starts before noon. The employee's regular scheduled shift is not eligible for shift differential.

The first employee works the shift of a second employee on Saturday. Employee #2's shift is eligible for Pay Code **SD7 – Shift Diff noon – 7:59 P**, because it begins at 4P. Employee #1 records additional hours as **Hours Worked**. Hours may be recorded as displayed, with an entry for **8 Hours Worked**, with any transfer account or Reason Code required. Because this day counts as excess hours, Employee #1 records 8 hours of Pay Code: **S07 Shift Diff OT noon – 7:59P** for 8-hours.

Note: The MCtime system automatically calculates excess hours (**Overtime Pay** or **Comp Leave Earned**) based upon the employee's normal pay rule when the employee is in excess hour (overtime) status. Normal thresholds apply as outlined in the Montgomery County Personnel Regulations or the collective bargaining agreement. The employee's supervisor may perform a Pay Code Move to change form of excess hours calculated **Overtime Pay** to **Comp Leave Earned** (or **Comp Leave Earned** to **Overtime Pay**), if appropriate.





MCGEO Shift Differential

Scenario 14– Employee works two shifts, back-to-back

Shift: Tuesday– Saturday, 12A (midnight) – 8A (8 hours).

Employee's regular scheduled hours are the night shift 12A (midnight) to 8A Tuesday through Saturday. Employee has a scheduled, paid meal break of thirty minutes during a shift. Employee works back-to-back shifts on Wednesday the full evening (4P -12A) and the regular night shift (12A-8A) on Tuesday through Thursday. On Monday, an additional night shift was worked.

Scenario 14 – MCtime Display:

Save Actions ▾ Punch ▾ Amount ▾ Accruals ▾ Comment ▾ Reports ▾										
Week starting: Sun 7/18										
	Pay Code	Transfer	Sun 7/18	Mon 7/19	Tue 7/20	Wed 7/21	Thu 7/22	Fri 7/23	Sat 7/24	Total
X	Hours Worked			8.0	8.0	8.0	8.0	8.0	8.0	48.0
X	Hours Worked					8.0				8.0
X	SD8 - Shift Diff 8p-559a				8.0	8.0	8.0	8.0	8.0	40.0
X	SO7 - Shift Diff OT noon-759p					8.0				8.0
X	SO8 - Shift Diff OT 8p-559a			8.0						8.0
				16.0	16.0	32.0	16.0	16.0	16.0	112.0

The scheduled shift is eligible for shift differential for the entire shift (8 hours) per day. Shift Differential (Pay Code: **SD8 – Shift Diff 8p– 5:59a**) is manually entered. Wednesday the employee working back-to-back shifts) records **Hours Worked for a total of 16 hours with** 8-hours of (Pay Code: **SD8 – Shift Diff 8p– 5:59p**) for their regular shift and 8-hours of (Pay Code: **SO7 – Shift Diff OT noon 8p– 7:59p**) for the excess hour shift. On Monday, an additional night shift was worked, so the employee records **Hours Worked for a total of 8 hours with** 8-hours of (Pay Code: **SO8 – Shift Diff OT 8p– 5:59p**) for the excess hour shift. Note – partial shifts and overlapping shifts do not qualify for a change in the differential code, only the full shift of another employee.

Note: The MCtime system automatically calculates excess hours (**Overtime Pay** or **Comp Leave Earned**) based upon the employee's normal pay rule when the employee is in excess hour (overtime) status. Normal thresholds apply as outlined in the Montgomery County Personnel Regulations or the collective bargaining agreement. The employee's supervisor may perform a Pay Code Move to change form of excess hours calculated **Overtime Pay** to **Comp Leave Earned** (or **Comp Leave Earned** to **Overtime Pay**), if appropriate.

TIMEKEEPING TIP: Since the Shift Differential is manually entered, use Daily Totals to determine how many of the hours are calculated as excess hours, and when eligible, match the amount.





MC GEO Shift Differential

Scenario 15– Shift is eligible for Shift Differential. Employee is approved to work alter schedule or use Flex Hours, to work from 9-8:30P Wed (+3) so that the employee can work from noon – 5:30P (-3).

Shift: Tuesday – Saturday, 12P (noon) – 8:30P (8 hours).

Employee's regular scheduled hours are the evening shift 12P (noon) to 8:30P Tuesday through Saturday. Employee has a scheduled, paid meal break of thirty minutes during a shift. Employee requests and is approved to work 3 extra hours on Wed (Flex Hours) instead of using leave the following day. Employee does not receive shift differential for hours worked outside of the eligible shift differential zone, and the employee retains the shift differential for hours that are normally scheduled.

Week starting: Sun 8/15

	Pay Code	...	Sun 8/15	Mon 8/16	Tue 8/17	Wed 8/18	Thu 8/19	Fri 8/20	Sat 8/21	Total
X	Hours Worked				8.0	11.0	5.0	8.0	8.0	40.0
X	SD7 - Shift Diff 12p-759p				8.0	8.0	5.0	8.0	8.0	37.0
					16.0	19.0	10.0	16.0	16.0	77.0

The scheduled shift is eligible for shift differential for the entire shift (8 hours) per day. Shift Differential (Pay Code: **SD7 – Shift Diff 12p– 7:59p**) is manually entered. The employee working the 11 hours records **Hours Worked on Wednesday and 5 hours on Thursday (Note: the adjustment within the week does not require the use of the Flex Hours pay code.)** and **SD7 – Shift Diff 12p– 7:59p** is applied to eligible hours for the regular shift 8-hours on Wednesday and 5 hours on Thursday. The alteration of hours (directed by the employee) will not result in the employee gaining shift differential, as the alteration is permitted for the convenience of the employee, who is not required to use a personal leave type. The alteration of hours may result in an employee not eligible for shift differential for hours worked outside of the shift, but not gaining hours, unless they work the full shift of another employee, eligible for the differential. If altered hours had been worked after 8P, in the night shift differential zone, the employee may remain in the SD7 (not the SD8) rate. Flex hours are not excess hours, so they should never be matched with the shift differential overtime (SO) rate. Generally, a shift would not receive both SD7 and SD8 differentials within same shift, unless specifically authorized by a MOU.

Note: The MCtime system automatically calculates excess hours (**Overtime Pay** or **Comp Leave Earned**) based upon the employee's normal pay rule when the employee is in excess hour (overtime) status. Normal thresholds apply as outlined in the Montgomery County Personnel Regulations or the collective bargaining agreement. The employee's supervisor may perform a Pay Code Move to change form of excess hours calculated **Overtime Pay** to **Comp Leave Earned** (or **Comp Leave Earned** to **Overtime Pay**), if appropriate.

